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Guidelines for Authors

Informacje dla autorów

1. The editorial office of “Annales UMCS. Sec. FF” accepts for print scientific articles which have not been published yet. Submitting an article to the journal means that the author consents to its publication in paper and electronic form on the journal’s website (<https://journals.umcs.pl/ff>).

2. Articles submitted to “Annales UMCS. Sec. FF” should be written in Polish or in congress languages, in doc and PDF formats. Texts should not exceed 30,000 characters (including references). The editorial staff reserves the right to shorten or reject texts that do not meet the formal requirements.

3. Materials for print should be submitted in electronic form through the UMCS e-Journals Platform¹, by registering on the journals.umcs.pl/ff website. Submitted texts should be written in one of the typical editors, preferably in the latest versions of MS Word for Windows. If an unusual text editor is used, please attach the files in RTF format. The text should be prepared with the automatic word splitting feature disabled. Font format: Times New Roman, size 12, line spacing 1.5. Page numbers are located at the bottom, in the middle. If the text contains unusual fonts, attach them as auxiliary files. Drawings, charts, tables and photographs are sent as separate files (in JPG or TIFF format). The resolution of the illustration material, both scanned and imported from vector graphics, should be 300 dpi.). The text should

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indicate the place reserved for them, as well as the title and source of the illustration. Tables, diagrams and drawings shall be numbered and bear a title or signature.

4. Within the framework of the article, please follow this pattern:

Author (first name and last name): in the original language, in the case of Cyrillic alphabets also in English (according to the entry in the passport).

Affiliation (institution, country) in Polish and English

ORCID number²

E-mail address (to be published in writing)

Title in the original language, English and Polish (if English or Polish is the language of the text, it appears on the first position).

Text. If the text is divided into parts, please provide the Arabic numbering, subtitles should be in bold – please do not use capitals.

References (in the following order: sources, studies – according to the APA style).

Abstracts and key words in the original language, English and Polish (500–800 characters). The abstracts should contain information about: 1) the object, purpose of the article, its research problem; 2) the theoretical basis, research method; 3) the analysis of the material; 4) the interpretation of the analysis; 5) the conclusions. The keywords (5–7) listed under the abstract must appear in the abstract.

5. Along with the text (as an auxiliary file) the following data about the author should be submitted: first name and last name, country, state, place of work (university or other institution, institute/department, degree and scientific title, scientific specialization, scientific interests, e-mail (preferably business e-mail), e-mail address for correspondence, list of the five most important publications of the author. By submitting personal data, the author consents to the publication of such data in both printed and electronic form.

Model of the transcript:

Ewa Golachowska – Poland, Warsaw, Institute of Slavic Studies of the Polish Academy of Sciences in Warsaw; PhD hab., Prof. Institute of Slavic Studies of the Polish Academy of Sciences; specialisation: linguistics; scientific interests: socio-linguistics, Polish-Eastern Slavic borderland, relations between language, religion and identity; e-mail: ewa.golachowska@wp.pl

Selected publications (a maximum of 5):

² The ORCID number can be obtained by logging on to the website: <https://orcid.org/>

1. Golachowska, Ewa. (2012). *Jak mówić do Pana Boga? Wielojęzyczność katolików na Białorusi na przełomie XX i XXI wieku*. Warszawa: Sławistyczny Ośrodek Wydawniczy, AGADE.

2.

3.

4.

5.

6. Short quotes are quoted in quotation marks (without italics). Long quotes (above 3 lines) are distinguished graphically, using a font of 10 points, a spacing of 1, a single interline. In the case of a foreign quote, please provide the translation into the language of the text in an annotation (with information about the author of the translation). The quotation in the quote should be placed in the guillemets, e.g. «believed».

7. The titles of books, poems, articles, films, TV and radio programmes should be written in italics. Quotations should include titles of journals, exhibitions, conferences, and academic sessions.

8. The author's notes should be placed in square brackets, including initials of the author, e.g.: "he gave great services to the [Commercial – suppl. M.G.-S.] Bank, bank staff and various national social institutions".

9. When shortening the quoted fragment of the text, insert the ellipsis in square brackets in place of the abbreviated part: [...].

10. The full name of the person shall be given at the first mention/quotation. In the event of further references, only the surname should be provided.

11. The following abbreviations should be used: i.a., e.g., so-called, 2nd half of the 19th century, World War I, World War II. If own abbreviations are used in the text, the list of abbreviations together with explanations should be placed under the text and before the bibliography.

12. Foreign words should be written in italics, e.g. *sui generis*.

13. Time intervals and page ranges (e.g. the years 1904–1914, pp. 123–127) are combined with an en dash without spaces.

14. The numbers should be written in words (not applicable to dates and statistics).

15. The dates should be recorded according to the formula: 12 May 2001. Do not shorten the words year and age.

16. When referring to the names of institutions for the first time we give the full name together with the abbreviation, in the following references the abbreviation should be used.

Example: "The planned reform did not include the Warsaw School of Economics (SGH). In the following years, graduates of SGH could therefore apply for funds without the need to verify the data".

17. In the case of commonly used abbreviations (e.g. USSR, USA) there is no need to refer to the full name.

18. Please do not use so-called hard spaces and soft returns (forced line breaking).

19. Please mark all distinctions in bold. Please do not use double distinctions.

20. The texts submitted to "Annales UMCS. Sec. FF" should be linguistically correct and prepared in accordance with the rules specified by the editorial office. The texts which do not meet these requirements will not be accepted for printing.

21. The lack of the author's reaction to the Editorial Office's request to send the data necessary to print the article or to modify the text, as well as the author's failure to make the author's correction within the deadline shall be treated as a resignation from printing of a particular publication.

22. Authors of scientific articles published in "Annales UMCS. Sec. FF" receive 1 copy of the semi-annual free of charge.

23. The responsibility for copyright and publishing rights lies with the author of the publication.

24. All forms of plagiarism and autoplagiarism will be treated by the Editorial Office as manifestations of scientific misconduct. The Editorial Office will document

such cases and notify the relevant institutions of breaches and violations of ethical standards applicable in science.

25. Acceptance of an article for print in the journal is tantamount to the author's consent to the publication of the text in electronic databases with which the Editorial Office cooperates.

ANNOTATIONS

At "Annales UMCS. Sec. FF" the applicable annotation transcript follows the APA style (intertextual annotations). Footnotes have a broadening rather than a localizing function – annotations of this kind should be used when inclusion would disrupt the main argument but they broaden the context of the research in a significant manner. References in footnotes should be located in accordance with the model applicable to the main text.

Works referred to in full in the text should be provided with the author's name and date, and fragments of works should be additionally provided with the page number (or page numbers). Detailed guidelines are given below.

A. A single author

The name of the author and the date of publication of the work should always be provided, regardless of the number of times the work is cited. If more than one of the author's work published in the same year is cited, add subsequent letters of the alphabet next to the date (e.g. 2001a).

As it results from the findings of Markiewicz (2001)...

Literary experts indicate that ... (Kowalczyk, 2001a).

When a particular fragment of a work is located, a page number (or page numbers) should be added after the date of publication, with a colon.

As can be seen from Markiewicz's findings (2001, p. 34)...

Literary experts indicate that ... (Kowalczyk, 2001a, pp. 98–111).

If there is more than one author with a given name, provide the first letter of the first name.

The researcher argued that (Kowalski, A., 2001)...

In turn, according to a newer theoretical proposal (Kowalski, B., 2005)

B. Two authors

The names of both authors and the date of publication of their work should always be provided, regardless of the number of times the papers are cited. If more

than one work of these authors published in the same year is cited, the following letters of the alphabet should be added. Authors' names should always be combined with the conjunction "and", according to the language of the publication.

Kowalewski and Nowak (1999) claim that...

Previous works (Kowalewski and Nowak, 1999) indicate that...

When a particular fragment of a work is located, a page number (or page numbers) should be added after the date of publication, with a colon.

Kowalewski and Nowak (1999, p. 15) claim that...

Previous works (Kowalewski and Nowak, 1999, pp. 15–21) indicate that...

C. Three and more authors

Reference for the first time – the names of all authors should be listed, separated by commas and the conjunction "and" should be placed between the last two surnames. In the case of subsequent indications of the same work, the surname of the first author should be given and the term "and collaborators" (in abbreviated form "and cl." if the names are included in the sentence structure) or "et al." (if the names of the authors are not a part of the sentence structure). If there are more than six authors, only the name of the first author should be mentioned, both when the work is cited for the first time and in subsequent references, and the other authors should be identified as collaborators.

A first-time reference:

As suggested by Nowak, Kowalski and Tomaszewski (2003) ...

Research (Nowak, Kowalski and Tomaszewski, 2003) indicates that ...

Further references:

Research by Nowak and his collaborators (2003) shows that ...

These studies (Nowak et al., 2003) ...

In the case of quoting fragments, the same principle applies as in the case of works by a single author. After the date of publication, a colon should be placed and the page number (page numbers) should be given.

D. Reference to several works at the same time

These should be listed alphabetically (and chronologically), by the name of the first author. References to subsequent works must be separated by a semicolon and placed in brackets. The years of publication of works by the same author(s) must be separated by a comma.

(Kowalski, 2001; Nowak and Kowalski, 1998)

(Kowalski, 1990, 1995, 2001a, 2001b; Nowak and Kowalski, 1998)

In the case of quoting fragments, the same principle applies as in the case of works by a single author. After the date of publication, a colon should be placed and the page number (page numbers) should be given.

E. Reference to a work after another author

Nowakowski claimed that ... (1988; after: Tomaszewska, 2000)

Studies suggest that ... (Nowakowski, 1988; after: Tomaszewska, 2000).

In the case of quoting specific fragments, the same principle applies as in the case of works by a single author. After the date of publication, a colon should be placed and the page number (page numbers) should be given.

F. If there is no author, provide the title of the work in the text (books, dictionaries – in italics; articles, chapters, websites – in quotation marks). If the title is very long, its beginning will be sufficient (3–4 first words). Year, pages as in other cases, e.g:

Similar research is described by American researchers (“Metaphors in our...”, 2005, p. 42).

REFERENCES IN APA STYLE

A list of references should include only works referred to or quoted in a text that have been read by the author of the text, and should not include the works that have been referred to after another author. Do not number/point consecutive bibliographic addresses, each new work should start with a new paragraph. Publications should be written alphabetically according to the name of the first author. The works of the same author should be given in the order from the oldest to the youngest. The bibliographic juxtaposition is divided into two parts – sources and studies. Bibliographic entries in Cyrillic alphabets should be given in Latin transcription (according to ISO 9) and in square brackets in the original transcription. For example:

Fedosova, Ol'ga Ivanovna. (2010). Lingvističeskij status gemeronima (na materiale rossijskikh i britanskih nazvanij SMI). *Izvestiâ Volgogradskogo gosudarstvennogo pedagogičeskogo universiteta*, 5(49), pp. 76–80. [Федосова, Ольга Ивановна. (2010). Лингвистический статус гемеронима (на материале российских и британских названий СМИ). *Известия Волгоградского государственного педагогического университета*, 5(49), с. 76–80.]

a) A single author book

Batowski, Henryk. (1988). *Między dwiema wojnami 1919–1939. Zarys historii dyplomatycznej*. Kraków: Wydawnictwo Literackie.

b) A book by many authors

Bazyłow, Ludwik, Wieczorkiewicz, Piotr. (2005). *Historia Rosji*. Wrocław: Ossolineum.

c) A description of a chapter in a book

Jurkowski, Roman. (2001). „W epoce defensywy narodowej”. Działalność i poglądy społeczno-polityczne Edwarda Woyniłłowicza w latach 1878–1909. In: Marian Mroczko (ed.), *Polska i Polacy. Studia z dziejów polskiej myśli i kultury politycznej XIX i XX wieku* (pp. 67–89). Gdańsk: Wydawnictwo Uniwersytetu Gdańskiego.

d) A description of an edited book

Stępnik, Krzysztof (ed.). (2005). *Rewolucja lat 1905–1907. Literatura. Publicystyka. Ikonografia*. Lublin: Wydawnictwo Uniwersytetu Marii Curie-Skłodowskiej.

e) A description of an article in the journal (all parts of the journal's title – except for conjunctions and prepositions – are written in capital letters; if the journal has a separate numbering of issues, the number of the issue is written after the year number in brackets).

Szpoper, Dariusz. (2009). Edward Woyniłłowicz i Mińskie Towarzystwo Rolnicze – przyczynek do dziejów polskiej myśli politycznej w Cesarstwie Rosyjskim do 1914 roku. *Studia Iuridica Toruniensia*, 5(2), pp. 26–56.

f) A description of an article including the DOI number

Szpoper, Dariusz. (2009). Edward Woyniłłowicz i Mińskie Towarzystwo Rolnicze – przyczynek do dziejów polskiej myśli politycznej w Cesarstwie Rosyjskim do 1914 roku. *Studia Iuridica Toruniensia*, 5, pp. 26–56. DOI: xxxxxxxxxxxx.

g) A description of an unpublished work

Legutko, Grażyna (in print). *Wizje przeszłości. Akcent*, 26.

h) A text from a website

Woyno, Jacek. (2012). *Materiały archiwalne do dziejów I Korpusu Polskiego w Rosji 1917–1918*. Downloaded from: http://archiwumcaw.wp.mil.pl/biuletyn/b24/b24_1.pdf (access: 01.04.2016).

i) If there is no author

Merriam-Webster's Collegiate Dictionary (1993). Springfield, MA: Merriam-Webster.

j) If an article from a newspaper has no author

Wieści z Przemysła. (2010). *Gazeta Wyborcza*, 236, p. 7.